

AMENDMENT

Amended to change the Area of Consideration
and to extend the Closing Date.

Merit Promotion

Vacancy Announcement

U.S. Department of Energy

RELOCATION EXPENSES WILL NOT BE PAID

Mail Distribution: 5

Announcement Number: 98-HR-032A

Issue Date: 04-20-98

Closing Date: 05-18-98

Who May Apply: Nationwide (Status Candidates)

Any individual eligible for noncompetitive assignment to the position advertised will be considered without regard to "who may apply." In addition, certain veterans and people with disabilities may be considered under special authorities without regard to "who may apply." Please indicate "Schedule A Consideration," along with the announcement number on your application materials if you wish special consideration. For information on these authorities, please call (202) 586-8562. TDD users may call (202) 586-5654.

POSITION: Senior Project Management Specialist, GS-301-14

SALARY RANGE: \$66,138 - \$85,978 per annum

PROMOTION POTENTIAL: None

BARGAINING UNIT POSITION: No

SUPERVISOR/MANAGER: No

NUMBER OF POSITIONS: 1

ORGANIZATION LOCATION: A/S for Human Resources and Admin., DAS for Human Resources, Office of Personnel Policy, Programs and Assistance

GEOGRAPHIC LOCATION: Washington, DC

Newly appointed supervisors/managers must serve a one-year probationary period. Salary includes 7.27% locality-based adjustment for the Washington-Baltimore area (DC-MD-VA-WV-St Mary's County, MD).

DUTIES AND RESPONSIBILITIES: The incumbent serves as the senior advisor to the Corporate Human Resource Information System (CHRIS) Project Manager and the human resources and benefits communities at large on all issues affecting implementation of PeopleSoft. In this capacity, the incumbent provides guidance to functional team members responsible for implementation of CHRIS, and monitors team member deliverables and taskers. Provides expert advice and guidance to senior human resource managers regarding the implementation of human resources and benefits components of the CHRIS project, and develops and manages an overall implementation strategy. Makes formal presentations to top management both internal and external to DOE. Oversees a state of the art training design and delivery effort for system users. Develops and manages the execution of a comprehensive outreach and marketing strategy for the DOE Corporate Human Resource Information System. The incumbent also designs and develops a comprehensive reengineering strategy which will transform human resource business for functional areas to be covered by the corporate system.

QUALIFICATION REQUIREMENTS: An applicant must have one year of specialized experience that is directly related to the duties of this position and possess the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level in the Federal Service for the normal line of progression for the occupation. All qualifications and legal requirements, including time in grade, must be met within 30 days of the closing date of this announcement.

RANKING FACTORS: Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, work-related experience, training, awards, and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics required to perform the duties and responsibilities of the position. All of the factors listed below will be used in the evaluation process.

1. Broad knowledge and demonstrated skill in multiple functional personnel services (e.g., recruitment, staffing, position management, classification, employee relations, and employee development).
2. Demonstrated experience in the analysis and reengineering of human resources processes in a Federal environment.
3. Skill in leading teams of functional experts from multiple organizations in the accomplishment of agency-wide projects and tasks.
4. Experience in the application of current information technology and/or automated systems in support of human resources management, preferably PeopleSoft.

The Department of Energy supports the policy of restricting smoking in all Federal facilities. Smoking (cigarettes only) is permitted only in designated smoking areas.

THE DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER

OTHER ELIGIBILITY REQUIREMENTS: An appointee will be required to provide verification of U. S. citizenship and employment eligibility under the Immigration Reform and Control Act of 1986 (Public Law 99-603). If selected, a male applicant born after December 31, 1959, must confirm his selective service registration status.

PRIORITY SELECTION: DOE surplus and displaced competitive service employees duty stationed at Headquarters who apply and who are determined to be well-qualified may receive selection priority. A position may be filled within a given First-Tier organization by a non-surplus or non-displaced employee from that organization when there are no eligible surplus or displaced employees within that organization. When a position is to be filled from outside the Headquarters commuting area, or from outside the Department, eligible DOE employees from outside the commuting area, or displaced employees from other Federal agencies, may receive selection priority, respectively. Former DOE Headquarters employees who are eligible for priority reemployment may also receive mandatory selection. **When applying, employees must include a copy of their Certificate of Expected Separation (or an authorized substitute), or specific Reduction-in-Force Separation Notice.** Selection priority is not offered in promotional circumstances. At the discretion of management, pay retention may be offered to current DOE selectees.

WELL-QUALIFIED CANDIDATE: An eligible applicant must satisfy the following criteria: (1) meet OPM's basic qualification standards and eligibility requirements including experience, positive education (if applicable) and any selective placement factors; (2) meet one or more of the quality ranking factors (KSAs) stated on this announcement and; (3) be physically qualified with reasonable accommodations.

TO APPLY: For each announcement under which application is made, the following **must be submitted** or the applicant will not be considered: (1) a completed application or resume, and/or an Optional Form 612, "Optional Application for Federal Employment" (Please refer to the attachment which explains Headquarters Application Information Requirements. If a resume does not contain the required information, it may be supplemented by using OF 612 or by providing the information on bond paper; (2) a completed DOE F 3200.2, "Supervisory Appraisal of Potential Performance," found on the reverse side of this announcement or an explanation of why one is not enclosed; (3) the most recent performance appraisal of record, preferably completed within the last year, or a statement as to why one is not enclosed; and (4) if you are a Federal employee not currently employed by DOE or you are a reinstatement eligible, a copy of your latest SF-50, "Notification of Personnel Action," which documents your competitive status and tenure. Also, applicants are encouraged to submit a statement of your knowledge, skills, and abilities as they relate to the ranking factors. A complete set of application materials must be submitted for each vacancy announcement. Only the information in the application will be used to determine basic qualifications; all of the materials submitted will be used in the evaluation process. Applications submitted in response to this announcement become the property of the personnel office and are not returnable. Applications must be received or postmarked by the closing date. They should be sent to the U.S. Department of Energy, HR-352, Room 4E-084, Forrestal Building, 1000 Independence Avenue, S.W., Washington, D.C. 20585-0735. **TO OBTAIN A COPY OF ANY DOE HEADQUARTERS VACANCY ANNOUNCEMENT VIA FAX, PLEASE CALL (202) 586-1705. TDD users may call (202) 586-6155.** For specific information on this announcement, you may contact a personnel representative at (202) 586-8481, vacancy announcements are not available at this telephone number.

**PLEASE HAVE THIS APPRAISAL COMPLETED BY YOUR SUPERVISOR
AND SUBMIT IT WITH YOUR APPLICATION TO THE ABOVE ADDRESS.**

SUPERVISORY APPRAISAL OF POTENTIAL PERFORMANCE

Announcement Number: 98-HR-032A

Position: Senior Project Management Specialist, GS-301-14

Applicant's Name: _____

Basis for Appraisal					Level of Potential Performance								
Please place an "x" as appropriate: OJP - On-the-Job Performance FT - Formal Training OA - Outside Activities UA - Unable to Appraise				RANKING FACTORS <i>(Knowledges, skills, abilities, and personal characteristics)</i>					Please place an "x" as appropriate: 4 - Outstanding 3 - Above Average 2 - Satisfactory 1 - Weak 0 - None				
OJP	FT	OA	UA			4	3	2	1	0			
				1. Broad knowledge and demonstrated skill in multiple functional personnel services (e.g., recruitment, staffing, position management, classification, employee relations, and employee development).									
				2. Demonstrated experience in the analysis and reengineering of human resources processes in a Federal environment.									
				3. Skill in leading teams of functional experts from multiple organizations in the accomplishment of agency-wide projects and tasks.									
				4. Experience in the application of current information technology and/or automated systems in support of human resources management, preferably PeopleSoft.									
NARRATIVE: Please include any other information pertinent to the applicant's potential knowledge, skills, or abilities and personal characteristics that may not be adequately expressed above. (Attach additional sheets if needed.)													
IN WHAT CAPACITY ARE YOU MAKING THIS APPRAISAL? (Please mark with an "x" as appropriate.)													
<div><div><input type="checkbox"/> Present Immediate Supervisor</div><div><input type="checkbox"/> Former Immediate Supervisor</div></div> <div><div><input type="checkbox"/> Present 2nd Level Supervisor</div><div><input type="checkbox"/> Former 2nd Level Supervisor</div></div> <div><div><input type="checkbox"/> Other (Specify)</div></div>													
PERIOD COVERED BY THIS APPRAISAL: From: _____ To: _____													
APPRAISER:													
<div><div>_____</div><div>Signature</div></div> <div><div>_____</div><div>Date</div></div> <div><div>_____</div><div>Daytime Telephone Number</div></div>													

(If this appraisal is submitted directly by the appraiser, the applicant, upon request, will be permitted to review and obtain a copy of it.)

U.S. Department of Energy Headquarters

Application Information Requirements

Since December 31, 1994, the Federal Government has not required a standard application form for most jobs. However, certain information is needed to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. Here's what your resume' or application must contain (in addition to any specific information requested in the vacancy announcement).

VACANCY INFORMATION

Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with zip code) and day and evening phone numbers (with area code).
Social Security Number.
Country of citizenship. (Most Federal jobs require United States citizenship.)
Veterans' preference.
Reinstatement eligibility. (If requested in the announcement, attach SF50 proof of your career or career-conditional status.)
Highest Federal civilian grade held. (Also give job series and dates held.)

EDUCATION

High school name, city, and state (zip code if known).

- Date of diploma or General Equivalency Degree.

College or university name, city, and state (zip code if known).

- Majors, type and year of any degree received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)
- Send a copy of your college transcript only if it is requested on the vacancy announcement.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying. Do not send job descriptions.

- Job title (include series and grade if Federal job).
- Duties and accomplishments.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Hours worked per week.
- Salary.

Indicate if your current supervisor may be contacted.

OTHER QUALIFICATIONS

Job-related training courses (title and year of each).

Job-related skills; for example, other languages, computer software or hardware skills, operating knowledge of tools and machinery, typing speed.

Job-related honors, awards, and special accomplishments; for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Provide dates but do not send documents unless requested.)